



Louisville Institute 2025 Grant for Researchers Application Guide

The Louisville Institute Grant for Researchers (GFR) is a **new grant for the 2025 season** that provides grants of **up to US\$55,000 to support scholarly research** in Christian faith and life, the practice of ministry, religious trends and movements, Christian and other faith-based institutions, and religion and social issues.

GRANT DETAILS

Grant Amount:
Up to US\$55,000

Project Timeframe:
April 1, 2025–December 31, 2026

Application Due Date:
September 15, 2024
(11:59 p.m. EST)

Awards Announced:
February 2025

Winter Seminar:
January 21–23, 2026



QUESTIONS? Please email grants@louisville-institute.org.

APPLY ONLINE: WWW.LOUISVILLE-INSTITUTE.ORG
APPLICATION DEADLINE: SEPTEMBER 15, 2024



WHAT IS THE GRANT FOR RESEARCHERS?

The Louisville Institute Grant for Researchers (GFR) is a new grant for the 2025 season that supports academic and scholarly research in North American Christianity and related and cognate fields, and topics such as Christian faith and life, the practice of ministry, religious trends and movements, Christian and other faith-based institutions, and religion and social issues. Of particular interest to the Louisville Institute are projects that bridge scholarship and the life of the church in North America. Grants of up to US\$55,000 will be awarded for sabbatical and other research leave, research projects and their necessary resources and support, or a combination. Applicants may apply as individuals or in teams of up to three people, and must be based in the United States and Canada.

The Grant for Researchers encompasses the previous Louisville Institute Project and Sabbatical Grants for Researchers, combining and reimagining them within a single, flexible grant program that responds to changing academic dynamics and practices, and meets the contemporary needs of scholars and institutions.

WHY THIS NEW “GRANT FOR RESEARCHERS”?

The Grant for Researchers encompasses the previous Louisville Institute Project and Sabbatical Grants for Researchers, combining and reimagining them within a single, flexible grant program that responds to changing academic dynamics and practices, and meets the contemporary needs of scholars and institutions.



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WHO IS ELIGIBLE FOR A GRANT FOR RESEARCHERS?

Eligible Applicants:

- Are scholars based in the United States and Canada who have completed a terminal research degree, usually a Ph.D., S.T.D., or Th.D.
- Typically teach in a university, seminary, or theological school, but may also work within institutes, organizations, other academic or ecclesial settings, or be independent researchers.

Additional Eligibility Information:

- Doctoral students are not eligible for a research grant but may be eligible for one of [our fellowship programs](#).
- Clergy and pastoral leaders seeking sabbatical or research support should apply for our [Pastoral Study Project Grant](#) if they are interested in study leave, or for [Lilly Endowment Clergy Renewal Programs](#) for sabbaticals of rest and renewal. For questions regarding your project and its eligibility, please email grants@louisville-institute.org.
- Individuals may only apply for one LI grant or fellowship between June 1, 2024, and May 31, 2025.
- Any previous fellowships or grants from the Louisville Institute must be completed and final reports submitted before applying for another LI fellowship or grant.
- Members of the Louisville Presbyterian Theological Seminary staff, faculty, Board of Trustees, or student body or their immediate family members (parents, spouses, or children) are ineligible for Louisville Institute grants or fellowships. Members of the Louisville Institute Advisory Board and their immediate family members are also ineligible.
- Louisville Institute grantees may not simultaneously hold two individual grants from Lilly Endowment-funded organizations that together total more than US\$55,000. Please contact us if you have questions about this stipulation: grants@louisville-institute.org. Individual grants are those held by the same project director, not necessarily the same institution.



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HOW CAN I USE GRANT FUNDS?

GFR funds can be used for:

- Costs associated with conducting a scholarly, academic research project, such as:
 - Compensation for research assistants, interviewees, focus group participants, consultants, and others who will work on the project
 - Tools to facilitate study, like database access, a recording device, survey or data software, transcription programs, etc.
 - Travel directly related to the project and its investigation, such as to access archives, museums, or libraries; to interview participants or conduct focus groups or participant observation; or for experiences connected to the project (e.g., site visits)
 - Resources related to learning, such as books, trainings, or consultations
 - Childcare or other family support needed to undertake the project
 - Course buyout or salary replacement for unpaid time off or research leave
- Semester or term academic research leave (sabbaticals). Options include:
 - Funds for an additional sabbatical semester or term to extend a planned sabbatical semester/term.
 - Sabbatical funding for scholars whose institutions do not grant paid sabbaticals.
- A combination of above elements.



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HOW DO I APPLY?

- Specific application requirements are described starting on [page 10](#).
- All application elements are submitted online through our application portal.
- Applications are due by 11:59 p.m. EDT on September 15, 2024. And letters of recommendations are due **from the recommenders** by September 22, 2024.

WHAT IS THE SELECTION PROCESS?

- The Louisville Institute appoints a selection committee to review proposals and select grantees. The selection committee meets about three months after the application due date.
- In 2025, we anticipate receiving somewhere between 100 and 200 applications for this new grant, and we will award 25 grants of up to US\$55,000 each. All applicants will be notified by email as soon as possible after the selection process.
- Awards will be announced publicly in February 2025.

WHAT MAKES A STRONG APPLICATION?

- Strong applications offer a clear and intriguing primary question and a thoughtful project plan related to that question. Selection committees want to know what makes you passionate and excited about your idea, and how you intend to dig into it.
- The most competitive projects are connected to or important for the North American church, and bridge the church and the academy.
- We strongly encourage you to share your proposal with trusted colleagues – ideally those who will write your recommendation letters – to receive feedback and suggestions prior to submitting your application.



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CAN I APPLY WITH A TEAM?

- Yes, up to three people can apply for a grant together as appropriate for the project.
- Teams must designate a project director (a scholar or academic with a terminal research degree) who will fill out the application and upload shared materials on behalf of the team, and whose institution will receive and distribute the grant funds. The Louisville Institute does not divide grants among team members or institutions.
- Each team member should have significant and necessary roles in the planning and implementation of the project. Consultants, advisors, or other resource persons should not be listed as team members.
- All team members must be named at the time of application. Team members cannot be added after applications are submitted.
- The total grant amount requested by a team cannot exceed US\$55,000.
- See [page 9](#) for instructions on HOW to submit an application as a team.
- If you have questions about whether or not you should apply as a team, please contact us at grants@louisville-institute.org.

WHAT IS WINTER SEMINAR?

GFR grantees are invited to attend Winter Seminar, a three-day gathering in Louisville, KY, in which award recipients from three different Louisville Institute programs gather to share their projects and engage in valuable collaboration together. Winter Seminar for this grant cycle will take place January 21–23, 2026, and all related expenses for participants are paid by the Louisville Institute.



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WHAT ELSE SHOULD APPLICANTS KNOW?

- **For those requesting a grant for a sabbatical or other research leave:** before the Louisville Institute will disburse grant funds, we require confirmation from your institution that leave has been granted. In the event you are awarded a grant, we will contact you to secure a letter of release from your dean/department chair. Please ensure that you have begun the process to request sabbatical or other leave according to your institution’s policies so that this letter can be processed promptly.
- Please send any questions to grants@louisville-institute.org.

HOW CAN I ASK FOR FEEDBACK ON MY IDEAS?

We are happy to provide initial feedback on your project idea. Being specific and focused about your project will yield more helpful feedback from us. Before you submit a feedback request, please run your idea by trusted colleagues and possible participants to get their thoughts.

To request feedback, use [this link](#) to respond to the following questions:

- What is the primary question you want to explore? (50 words or fewer)
- Why is this project important to you, your community, and/or the church in North America? (100 words or fewer)
- How are you planning to carry out your study? Give a brief overview of where and/or with whom you hope to work, the research methods you might use (e.g., archival research, interviews, surveys, observation, visits, etc.), and why you’ve chosen these strategies (350 words or fewer).

Please note that responses to feedback requests often take several weeks, especially as the application deadline approaches. Requests are answered in the order received, so the earlier you submit a request the earlier you will receive an answer. We will respond to all feedback requests submitted prior to August 15, but cannot guarantee responses to requests we receive after that date.



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PREPARING YOUR APPLICATION

- 1** Read through all the application requirements in this guide.
- 2** Create an online profile on our [application portal](#). You will be asked to provide your name, contact information, and other information about yourself. If you have previously applied for a Louisville Institute program, make sure to update your contact information.
- 3** Once you have created your profile, **click the “Apply” button and select “Grant for Researchers”** to begin entering the elements of your application.
- 4** **Applications are due by 11:59 p.m. EDT September 15, 2024.** We recommend that you put together the application elements in time to share them with friends or colleagues for feedback before submitting them. Please do your best to provide clear, refined, and edited documents.
- 5** **Recommendation letters are due from the recommenders September 22, 2024.** In the application portal you will be asked to provide contact information for your recommenders — name, email address, and phone number — and we will send them a link to upload their letters.



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HOW TO SUBMIT AN APPLICATION AS A TEAM (IF APPLICABLE)

Reminders about team stipulations:

- Teams may include up to three members, including the project director.
- All team members must be named in the application and cannot be added after applications are submitted.
- Team members should share equally in carrying out the project (see [page 6](#) for more information).
- Project directors should have a terminal research degree and demonstrated capacity for scholarly research.
- The total grant amount a team may request cannot exceed US \$55,000.
- If you have questions about whether or not you should apply as a team, please contact us at grants@louisville-institute.org.

How to apply as a team:

- The project director fills out the application and uploads shared materials (narrative, budget, etc.) on behalf of the team.
- To add team members, the project director will select “Manage Team” in the application portal and add the email address of each additional team member.
- Each team member will receive an email to create a profile and join the team.
- Once connected to the application, each team member will use the portal to submit the following for themselves:
 - CV/resume
 - contact information for a colleague letter of recommendation



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APPLICATION REQUIREMENTS

Grants for Researchers applications require the following elements. After you have created your online profile, you will be prompted to provide the following:

- 1 **General information about your project.** Fill in the title of your project, the proposed amount in US dollars, and start and end dates. Then complete the following:
 - a. **Project Core question.** In a few sentences (about 100 words/ maximum 500 characters and spaces), describe the primary question you want to explore and why it is important to you, your community, and/or the church in North America
 - b. **Project Summary/Abstract.** In approximately 200 words (maximum 2000 characters and spaces), give a brief overview of your project. Strong summaries are focused, well-articulated glimpses into your thinking that help our selection committee envision the project and your capacity to carry it out
 - c. **Project Snapshot.** In one sentence, give an intriguing, quotable "snapshot" of your project for use on our website and in publicity materials.
 - d. **Proposal keyword tags.** Select 3-5 keyword tags that describe your project. Begin typing to select or type to enter a new word.
 - e. **Budget overview:** In rough percentages, please list how you plan to use grant funds (e.g. 50% for course buyout, 50% for research assistants and resources; 100% for an additional semester of sabbatical leave; 25% for travel, 40% for childcare, 35% for summer research leave).

- 2 **Project Essay.** Prepare an essay of about 1500 words (5-7 pages, double-spaced, 12-point font) that tells the story of your project. Include your name and page numbers on each page of the document, and upload to the application as a PDF.

In the essay, please explain:

- a. The primary question you want to explore, and how you came to care about that question. Why does this project matter to you, your community, and the larger North American church? (Note: Louisville Institute is particularly interested in projects that bridge church and academy.)
- b. The importance of your project, how it connects or bridges the academy and the church, and why you are well placed to carry it out. In other words, why should the *Louisville Institute* fund your project at *this time*?

(Continued on next page)



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APPLICATION REQUIREMENTS

- c. A comprehensive project plan, including the following as applicable to your project:
- *Methods and approaches:* What research methods will you use, and why? For example, which archives will you visit? How many people will you interview/survey, and how will they be selected? Make sure to explain why the methods and parameters make sense for your project. Even if details are not fully finalized, we want to see that you've thought through the "how" of your project.
 - *Partners:* Who do you hope will be involved? How will you determine your partners/participants? How will you build those relationships? How will you compensate participants and partners?
 - *Analysis:* How will you analyze the data you collect? How do these strategies align with your research intentions?
 - *Preparations to date:* What is the current status of the project and what preparations are you making? If you are requesting sabbatical leave from your institution, has the leave been granted? If not, when do you expect to know?
- d. Your project's intended impact:
- How will you share what you learn and discover? Who is the intended audience for your project? Who do you hope will benefit from it? If this is a book project, describe the kind of book it will be and steps you've taken toward publication.
 - What impact do you hope your project will have? What contribution will your project make to your field or the academy? How will your project be useful to theological or religious education, or to religious leaders or practitioners?
- e. A timeline the project:
- Grant-funded projects, including any sabbatical or research leave, need to be conducted between April 1, 2025 and December 31, 2026. In your timeline, please specify any semesters or terms you will be on academic or sabbatical leave for your project, and what portion of that time would be funded by a GFR. (This will also be included in your budget.)



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APPLICATION REQUIREMENTS

- 3 Bibliography.** Compile a carefully-selected bibliography (2–3 pages, double-spaced) that identifies the major relevant literature and other seminal resources related to your project, and that demonstrates your developing expertise with the subject matter. Include your name and page numbers on each page of the document, and upload to the application as a PDF.

- 4 Budget Plan.** Please submit **one** of the following:
 - a. **Salary/benefit replacement that funds sabbatical leave.** If the total amount of your grant will be designated for salary/benefit replacement for a specified period of time, such as for a semester sabbatical, and the grant will be made payable to your institution, a statement to this effect will suffice for your budget. See [page 14](#).
 - b. **A budget proposal.** If you are requesting funds for research materials, assistants, travel, or other resources beyond or in addition to salary/benefit replacement, you must provide a budget proposal that includes both a line-item budget and an explanatory budget narrative for your project. See [page 19](#).

- 5 Curriculum vitae or resume.** Provide a current CV or resume of no more than 4 pages including (but not limited to):
 - a. your education with dates attended and degrees earned, starting with the most recent
 - b. employment starting with current/most recent
 - c. publications and/or presentations
 - d. professional affiliations
 - e. other information that will help the selection committee get to know you, such as academic or other service, church leadership, etc.



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APPLICATION REQUIREMENTS

- 6 **Two letters of recommendation, due from recommenders on September 23, 2024.** In the online application portal, you will be asked to provide contact information (name, email address, and phone number) for your recommenders, and they will be sent a link by email through which they can upload letters. As soon as you submit contact information, your recommender will automatically receive that email. Make sure to contact your recommenders in advance to explain the GFR and to share your project proposal.
 - a. **Your first recommendation letter** should come from a **colleague** within or outside your institution who can discuss:
 - your reliability and capacity to carry out the proposed project
 - how your previous work demonstrates skills needed to conduct this study and coordinate this grant
 - how the project bridges the North American church and academy.
 - b. Your **second recommendation letter** should come from someone who can assess the **feasibility and significance of your project, specifically:**
 - the viability and potential of your project and its plan
 - the project’s broader academic and/or ecclesial significance
 - the distinctiveness of this project in light of what others are doing or have already done
 - why this proposed project matters to the North American church and/or how it bridges the church and academy.

We will notify you via email when we receive the letters from your recommenders.

COMPLETING THE APPLICATION

You can edit all portions of your application until 11:59 p.m. EDT September 15, 2024. Changes cannot be made after the application due date. Letters of recommendation are **due from the recommenders** September 23, 2024. Late applications will not be accepted.

In the weeks following the application due date, LI staff will process the applications to prepare for the selection committee. We will follow up with you if your application is incomplete. We will also send you confirmation when we receive your letters of recommendation, and will email you when your application is complete.



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GRANT FOR RESEARCHERS BUDGETS

Budget plan. For your grant budget, you will need to submit **one** of the following:

- a. **Salary/benefit replacement that funds sabbatical leave.** If the total amount of your grant will be designated for salary/benefit replacement for a specified period of time, such as for a semester sabbatical, and the grant will be made payable to your institution, a statement to this effect will suffice for your budget. See below.
- b. **A budget proposal.** If you are requesting funds for research materials, assistants, travel, or other resources beyond or in addition to salary/benefit replacement, you must provide a budget proposal that includes both a line- item budget and an explanatory budget narrative for your project. See [page 19](#).



SALARY/BENEFIT REPLACEMENT CONFIRMATION

The Grant for Researchers may be used for salary/benefit replacement for a specified period of time (i.e. sabbatical release), and the grant made payable to the grantee’s institution. For such grant proposals, simply upload a page in your application that specifies the amount of the proposed grant, the institution to whom it will be sent, and the leave time period the grant will fund. For example:

The total amount of this grant, US \$55,000, is to be made payable to [Name of Institution] and used for salary/benefit replacement for Dr. [Name]'s research leave during the fall semester, September 1 – December 31, 2025.

Please note: The grant or contract office at your institution may require that a percentage of your grant go to “indirect costs” or overhead to administer the grant. The Louisville Institute stipulates that **no more than 10 percent of the grant may go toward indirect costs**. Indirect costs are calculated as a percentage of the grant money awarded, and the total of both the grant and the indirect costs cannot exceed US\$55,000. For example, the maximum amount of indirect costs we will accept in a US\$55,000 grant is US\$5,000 — US\$50,000 for the grant, and US\$5,000 for indirect costs, for a total of US\$55,000.



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SALARY/BENEFIT REPLACEMENT CONFIRMATION

If your institution requires indirect costs to administer the grant, include this percentage in your statement above. For example:

[Name of institution] requires 8.5% in indirect costs. The GFR total would thus be US\$50,691.00 in funding for salary/benefit replacement for Dr. [Name], and US\$4,308.00 for indirect costs, for a total of US\$54,999.

Please be in touch with your grant or contract office before submitting your grant proposal to find out their indirect cost policies, to figure out appropriate indirect cost totals for your grant, and to alert them to the Louisville Institute maximum of 10 percent.

PREPARING A BUDGET PROPOSAL

If you are requesting GFR funds for research materials or assistance, travel, or other resources instead of in addition to salary/benefit replacement, your budget proposal should designate the specifics of your project and how the money will be spent.

There are two parts to your budget proposal:

- A line-item budget
- A budget narrative

In short, your line-item budget is a list of categories of expenses for your project and a dollar figure for each category. The budget narrative briefly explains each category and how it is relevant to the project. The line-item and budget narratives are described below. Most budget proposals are 2–3 pages total. Save the budget document as a single PDF with your name on each page.



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APPLICATION DEADLINE: SEPTEMBER 15, 2024



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BUDGET GUIDELINES

GFR funds can be used for:

- Costs associated with conducting a scholarly, academic research project, such as:
 - Compensation for research assistants, interviewees, focus group participants, consultants, and others who will work on the project
 - Tools to facilitate study, like database access, a recording device, survey or data software, transcription programs, etc.
 - Travel directly related to the project and its investigation, such as to access archives, museums, or libraries; to interview participants or conduct focus groups or participant observation; or for experiences connected to the project (e.g., site visits)
 - Resources related to learning, such as books, trainings, or consultations
 - Childcare or other family support needed to undertake the project
 - Course buyout or salary replacement for unpaid time off
- Semester or term academic research leave (sabbaticals). Options include:
 - Adding a sabbatical semester or term to an existing planned sabbatical
 - Sabbatical funding for scholars whose institutions do not grant paid sabbaticals.
- A combination of the above elements.

GFR funds *cannot* be used for:

- Your regular salary to continue your current job
- New programs or staff positions in your department
- Expenses in pursuit of a degree
- Tools for your everyday work, such as an office chair, desktop computer, or cell phone



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COMMON BUDGET ITEMS

Below are examples of common budget items. This is not an exhaustive list, so please create a budget and categories that align with your project.

- **Administrative costs:** expenses directly related to performing the proposed grant project, such as supplies, printing, postage, Zoom or conference software, etc. Generally, such items can be grouped under one category in the line-item budget but should be explained individually in the budget narrative. However, any significant single expense should be listed as an individual line item.
- **Books and resources:** print, digital, and/or media materials that foster your learning. Specific titles do not need to be included in the budget proposal.
- **Participant compensation:** gift cards, stipends, meals, or other compensation for participants in your project, such those being interviewed or completing a survey.
- **Travel expenses:** can include flights, mileage, public transit, ride shares, etc., as well as accommodations, food, and other likely expenses. Travel expenses should be based on your organization’s standard travel policies, including per diem amounts. Document your calculations and estimates, and explain in your narrative essay how the travel is intrinsic to the project. SGR funds should not be used for vacation travel or general tourism.
- **Personnel:**
 - Salary replacement: salary or wages used to compensate the grantee for unpaid time off to conduct the project.
 - Fringe benefits: the amount your organization charges for benefits such as health insurance and retirement savings. This is typically a percentage of the overall compensation amount. If rates are different for different individuals, please include a summary of these amounts in the narrative budget. Sample fringe benefits table:

Sample Table	Salary	Fringe Rate	Total
Project Director	\$40,000	25%	\$10,000
Admin. Assistant	\$15,000	20%	\$3,000
Research Assistant	\$20,000	N/A	\$0
TOTAL			\$13,000



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COMMON BUDGET ITEMS

- **Contracted assistants or consultants:** compensation for transcription services, research assistance, etc. If you plan to hire project assistants or consultants, describe in your proposal the purpose, expected duration, and rate for the consultant's work. When you hire consultants, initiate and retain for your files a contract that includes the following:
 - consultant's name, address, and social security number
 - beginning and ending dates of engagement, and estimated number of consulting hours to complete the project
 - description of work to be performed, reports written, etc.
 - hourly rate and method of payment for work performed
 - description of any special arrangements such as hiring of secretarial/clerical assistance, renting of office space or equipment, overhead expenses, etc.
 - a termination statement noting time requirement and obligations for payment
- **Indirect costs.** The grant or contract office at your institution may require that a percentage of your grant go to "indirect costs" or overhead to administer the grant.
 - If your institution requires indirect costs, include this as a line item in your budget.
 - The Louisville Institute stipulates that **no more than 10 percent of the grant may go toward indirect costs.** Indirect costs are calculated as a percentage of the grant money awarded, and the total of both the grant and the indirect costs cannot exceed US\$55,000. For example, the maximum amount of indirect costs we will accept in a US\$55,000 grant is US\$5,000—US\$50,000 for the grant, and US\$5,000 for indirect costs, for a total of US\$55,000.
 - Please be in touch with the grant or contract office of your institution with any questions you might have about indirect costs.
- **Other miscellaneous costs:** items that are not easily included in another category, but may be necessary to conduct the project.



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LINE-ITEM BUDGET

Your line-item budget is a table of categories in which you anticipate money being spent for your project (see sample categories above), and the anticipated costs of each. The total of these line items should equal the amount you are requesting for the grant. If you are in Canada, you may put together your line-item budget and budget narrative in Canadian dollars, but please indicate the exchange rate and show that the final amount is equal to or less than US\$55,000.

Create a table or spreadsheet that includes your proposed budget items. If grant funds will be spent over two years, include columns and amounts for each year, as well as the total amount for the two years combined. See sample budgets below.

SAMPLE BUDGET #1: Applicant Name, Project Title, Proposed Budget

	2025	2026	TOTAL
Personnel			
Salary /benefits 2 semesters @ \$20,000 per semester)	\$20,000	\$20,000	\$40,000
Research Costs			
Books & Reference Materials	\$1,000	\$500	\$1,500
Telephone, Zoom, mailing, copies, supplies	\$3,000	\$3,000	\$6,000
Travel & Lodging	\$3,500	\$3,000	\$6,500
TOTAL REQUESTED	\$27,500	\$26,500	\$54,000



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SAMPLE BUDGET #2: Applicant Name, Project Title, Proposed Budget

	2025	2026	TOTAL
1. Personnel			
Salary/benefits for two semesters	\$20,000	\$20,000	\$40,000
Transcription services (140 hrs @\$15/hr)	\$2,100	\$0	\$2,100
2. Equipment			
Digital Voice Recorder	\$130	\$0	\$130
3. Travel			
Ground transportation, 1000 miles @ \$.67/mile	\$335	\$335	\$670
Airfare to Denver, Atlanta, Dallas	\$1,000	\$1,000	\$2,000
Lodging (8 nights)	\$900	\$900	\$1,800
Meals (16 days @\$75 per diem)	\$600	\$600	\$1,200
4. Supplies			
Printing, materials, etc.	\$300	\$300	\$600
			\$0
5. Participant Compensation			\$0
20 church leaders for interview @\$50	\$1,000	\$0	\$1,000
6. Supplies			
Books & Reference Materials	\$250	\$250	\$500
		Direct Cost	\$50,000
		Indirect Cost (10%)	\$5,000
		TOTAL REQUESTED	\$55,000



QUESTIONS? Please email grants@louisville-institute.org.

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APPLICATION DEADLINE: SEPTEMBER 15, 2024



BUDGET NARRATIVE

The budget narrative is essentially a series of sentences or paragraphs that illustrate your budget proposal. The budget narrative gives explanations for the items in your budget and enables us to understand your proposal fully.

To create a budget narrative, list all the items in your line-item budget, and provide a brief description of and rationale for each. Specifically include:

- the budget item
- how it helps accomplish the project
- how you calculated the amount requested

Budget narrative examples:

- **Item 1: Research Assistant, \$1200.** In order to complete my project, I anticipate needing a research assistant for 60 hours, and we pay \$20/hour.
- **Item 2: Participant compensation, \$250.** I plan to conduct five 1-hour long interviews, and will provide \$50 gift cards for each participant.

TAX CONSIDERATIONS

Because individual recipients of Louisville Institute grants may be liable for income taxes on funds awarded, grantees often find it more convenient to have their grants made payable to a tax-exempt nonprofit organization with a 501(c)(3) status. The Institute does not provide advice on tax matters; we advise grantees to consult their own tax advisors to determine the tax consequences of receiving grant funds.



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WHO WE ARE

Funded by the Religion Division of Lilly Endowment, Inc., the [Louisville Institute](#) bridges Church and academy by awarding grants and fellowships to those who lead and study North American religious institutions, practices, and movements, and thereby promoting scholarship that strengthens Church, academy, and society, and ultimately contributes to the flourishing of the Church. To find out more:

[Grants](#)

[Fellowships](#)

The Institute’s [Advisory Board](#) shapes mission and direction, helps review and approve grant and fellowship proposals, and evaluates initiatives and programs. Our [staff](#) guides the Institute’s work on a daily basis from our offices on the campus of [Louisville Presbyterian Theological Seminary](#).



Jessica Bowman
Assistant Director of Programs



Keri Liechty
Assistant Director of Marketing & Communications



Aimee Moiso
Associate Director



Briana Zeitz
Administrative Coordinator

The [Religion Division of Lilly Endowment](#) names as a primary aim of its grantmaking “to deepen and enrich the lives of Christians in the United States, primarily by seeking out and supporting efforts that enhance the vitality of congregations and strengthen the pastoral and lay leadership of Christian communities. The Endowment also seeks to improve public understanding of diverse religious traditions by supporting fair and accurate portrayals of the role religion plays in the United States and across the globe.”



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WHO WE ARE

2025-2027 PRIORITIES

The Louisville Institute supports cutting-edge and visionary research that is significant to the North American church in all its diversity and richness. As the academy and the Christian church imagine the future at the quarter mark of the 21st century, the Louisville Institute seeks to contribute in particular ways to that future, specifically by:

- **Cultivating repair** through projects and ideas that address social injustice, trauma and healing, historical harms, restoration and reconciliation, relationships of trust, and interdependence and interconnectedness.
- **Building collaborative learning communities** that cultivate relational, supportive, and non-competitive research communities, the participatory inclusion of unheard or underrepresented voices, and gatherings of pastors and scholars for mutual learning and collaboration that strengthens and enriches wisdom and discovery.
- **Supporting purposeful risk-taking** that asks questions in new ways, brings together unconventional ideas or concepts, shows courage and ingenuity in the face of an unknown future, and combines grounded thinking with strategic purpose and lively imagination.

For more information about the Louisville Institute, contact us:

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